

SECRET

20 October 1961

MEMORANDUM OF JUSTIFICATION

SUBJECT: Request approval to Purchase Long Carriage
Electric Typewriter

Your approval is requested for the purchase of a long carriage electric typewriter with Elite type for use in the Support Staff of IO Division. Statistical forms for the monthly status of funds report, Operational Program, Operating Budget, Office Estimates and other forms from time to time, necessitate frequent use of a long carriage typewriter. At the present time we have only manual machines available to us and this is proving quite unsatisfactory because of the number of copies required for most of the above typing chores. It is also essential to have elite type. Even with the small type we find it necessary to crowd large numbers into limited space and pica type would therefore be quite unusable to us.

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IO Budget and Fiscal
Officer

APPROVAL:

/s/ C/IO/SS

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